

**Agenda for the July 17, 2002 Dade Heritage Trust Board Meeting
Junior League of Miami Headquarters, 713 Biltmore Way, Coral Gables**

5:30—Tour and History of Junior League Headquarters Building—Judy Pruitt

6:00—Business Meeting Called to Order

Approval of Minutes

Treasurer's Report—Budget for 2002-2003—Walter Alvarez

Executive Director's Report—Becky Matkov

Preservation Revolving Fund

Preservation Easements Info

City of Miami Historic Designations

Preservation Today

President's Report

**Fundraising Ideas: Party to honor past presidents and accept contributions
to endowment fund, at a private home; Aviation corporate luncheon in spring ?
Committee Chairmen?**

Old Miami High Bungalow legal issues—Rafael Penalver

Telethon—Dolly MacIntyre

Endangered Sites –Discussion and Vote

**(September Board meeting—Conflict with State Special Category Grants Review in
Tallahassee on Sept. 17th—could we meet Sept. 11th instead?)**

Executive Director's Report for the July 17, 2002 DHT Board Meeting

Fundraising:

Moved along Preservation Revolving Fund from County

Met with Ann Marie Clyatt re final accounting for Old Miami High fundraiser

Wrote American Express grant report re Dade Heritage Days 2002

Met with Steven Arch and Dolly MacIntyre re fundraising ideas

Worked on conservation easement possibility with David Swetland

Secured additional letters of support for Old Miami High State grant

Community Outreach and Public Relations

Discussed future of Opa-locka WWII Hangars with Charlie Wirt and Dickson Prew

Attended Board meeting of Council for Sustainable Florida

Attended Leadership Florida conference

Discussed Brickell Bay Tower project next door to DHT with Brickell Post reporter

Supervised preparation of press release re new officers and trustees

Spoke to meeting of the Pinecrest Preservationists re preservation easements

Drove around areas of the City of Miami with Debbie Tackett and researched potential

sites for City historic designation

Administrative

Worked with Walter Alvarez to prepare budget

Prepared info for Executive Committee Meeting

Prepared info for Board meeting

Reviewed DHT conservation easements and procedures

Attended Miami HEP Board meeting re proposed changes to Firehouse Four

Minutes of the Dade Heritage Trust Board of Trustees Meeting
Miami Beach Community Church, 1620 Drexel Ave., Lincoln Road Mall
Wednesday, June 19, 2002

Present: Luis Penelas, Kathy Hersh, Clay Hamilton, Ruth Jacobs, John Hinson, Bill Murphy, Rafael Penalver, Marie Stiefel, Dolly MacIntyre, Blanca Mesa, Becky Roper Matkov, Judy Pruitt, Cathy Coates, Enid Pinkney, Don Marx, Walter Alvarez, Lee Pinto, Richard Heisenbottle, Penny Lambeth, Luis Penelas

Guest: Steven Arch

Absent: George Neary, Jeanette Poole, Frans Boetes, Elena Carpenter, Chico Goldsmith, Neil Robertson

Following a tour of the historic church by architect Neil Deputy, the business meeting was called to order at 6:05 p.m. Minutes were approved as distributed.

Treasurer's Report: Walter Alvarez introduced the Treasurer's report showing a positive cash flow in May, though some of the funds were dedicated funds for Old Miami High School. He indicated the budget is in a shortfall for the year. He will be developing a new budget for the upcoming year by the next board meeting. A motion to accept the budget was made by Lee Pinto, seconded by Cathy Coates, and passed unanimously.

Executive Director's Report: Becky Matkov thanked Marie Stiefel for producing the DHT Newsletter. The next newsletter is due September 1 and Marie asked for copy contributions. Becky also thanked Clay Hamilton for arranging for the Board to meet at the Miami Beach Community Church. Congratulations were also made to John Hinson on his recent marriage to Jeanine Sagebien.

Preservation Today: Becky said that additional ads are needed for the next edition of the magazine and urged all Board members to purchase or sell an ad. Another \$5000 is needed.

DHT Preservation Revolving Fund: Miami-Dade County Preservation Director Ivan Rodriguez and Attorney Tom Legue have approved the guidelines approved by our DHT Board and the contract prepared for DHT pro bono by attorney Tom Matkov. Pending one more official approval, DHT should be receiving the check soon to establish the Revolving Fund.

Old Miami High School: The recent fundraiser at the Miami Seaquarium was a great success. To date, \$43,000 has been raised toward moving the Old Miami High School bungalow, the first high school in Miami, from 79 SW 12th Street to Southside Park for restoration as a City-owned community center. Ten percent is to be kept as reimbursement for DHT expenses and staff time. Since the City of Miami had too many project conflicts, Becky Matkov, in behalf of DHT, wrote a Special Category grant to the State Bureau of Historic Preservation for \$300,000. This year there is much funding competition from other preservation projects in Miami (Vizcaya, Carrollton, the Biltmore, City Hall,

Gusman, etc.) and many letters of support are needed from other organizations and individuals to enhance our chances of success. Kathy Hersh promised to write a letter of support in behalf of the Pinecrest Preservationists, and Cathy Coates volunteered to contact the Brickell Area Association. Lee Pinto suggested DHT contact the Roads Neighborhood Association.

To expedite the project, the Allen Morris Company has proposed donating the Old Miami High Bungalow to DHT rather than the City of Miami. A discussion followed on the merits of this. Rafael Penalver, who is a real estate attorney, expressed concerns regarding DHT acquiring title to the bungalow, which will involve accepting liabilities and risks, when DHT is just a facilitator rather than the end user. Rafael suggested that the City of Miami should hold title, which would still enable the developer/owner to derive a charitable tax deduction. Rafael also said that the City of Miami would be in a better position than DHT to evict tenants. It was suggested that the best approach would be for the current owner to evict tenants before the property is donated. Dolly McIntyre asked what would happen if the City of Miami refused to take title to the bungalow? DHT is definitely committed to moving this project along. Becky Matkov said that the developer, Kevin Reilly, has an obligation to donate at least \$35,000 towards moving the bungalow as part of his permit approvals for the development. It might be easier to wait and have him be the donor, but he has postponed his closing on the property numerous times. John Hinson asked for clarification on the developer's commitments under the permit approval, and Becky said she would send him a copy of the City Commission resolution. After discussion, it was the consensus of the Board that Rafael would set up a meeting with City of Miami attorneys and staff to discuss the title and liability issues with the possibility of scheduling this item as a pocket item on the City of Miami July 27 agenda.

Conservation Easement from David Swetland re: Munroe Cottage

Becky Matkov explained what a conservation easement is and that David Swetland has offered to give DHT an easement in perpetuity for a cottage in Coconut Grove that originally was part of Camp Biscayne (Ralph Munroe's compound on the Bay). Mr. Swetland is doing this in order to preserve the cottage and surrounding land and trees. DHT has requested an additional \$20,000 contribution to monitor the easement. There was a general discussion on the property in question and conservation easements. Cathy Coates made a motion to endorse the conservation easement and to create a format that outlined what DHT's responsibilities would be to fulfill its obligations for this easement and future easements. The motion was seconded by the Walter Alvarez and passed unanimously.

A sign-up sheet was passed around for Committee appointments. A second sign-up sheet was passed around for suggestions to DHT's Ten Most Endangered Sites.

Position Statement on building schools in Miami-Dade County Public Parks:

Blanca Mesa stated that the Miami-Dade County School Board and some County public officials, including the County Mayor's office, had proposed building public schools on parklands. Several civic groups have already written to County officials opposing this,

including Sierra Club, Tropical Audubon and Urban Environment League. A motion was made by Dolly McIntyre, seconded by Cathy Coates, for DHT to oppose the construction of new public schools on parklands and it passed unanimously. Blanca Mesa agreed to draft a letter for DHT to be sent to Miami-Dade County officials in this regard.

DHT Anniversary Fundraiser: Dolly McIntyre agreed to organize a 30th anniversary telephone marathon for DHT's 30th anniversary. It was suggested late August or early September might be a good time. Details to follow.

Aviation/Dade Heritage Days: Steve Arch, a member from Pinecrest, who attended the meeting spoke about using the Aviation theme in next year's Dade Heritage Days celebration. A meeting of the Aviation/Dade Heritage Days Planning Committee will take place at noon, Tuesday, July 2, 2002 at DHT headquarters.

Hampton House: Enid Pinkney announced that she is planning a fundraiser for the Hampton House in September. She received a \$1000 award from Steel Hector & Davis law firm for her community leadership as president of Dade Heritage Trust. She is going to donate the award to the Hampton House via DHT.

Kathy Hersch mentioned that she is looking for eyewitness accounts of Martin Luther King's "I Have A Dream" speech at the Hampton House.

The meeting was adjourned at 7:35 p.m.

Submitted by Blanca Mesa, Secretary



Northern Trust

595 BILTMORE WAY
CORAL GABLES, FLORIDA 33134

STATEMENT CLOSING DATE
JUNE 28, 2002

Statement of Account

PAGE 1 OF 5

PLEASE REFER INQUIRIES TO:
CHRISTINA LUNSFORD
1-305-529-7700

23 ITEMS ENCLOSED

DADE HERITAGE +++A++ TRUST
190 SE 12 TER
MIAMI FL 33131-3204

COMBINED STATEMENT

SUMMARY OF ACCOUNTS

<u>TYPE OF ACCOUNT</u>	<u>ACCOUNT #</u>	<u>ENDING BALANCE</u>
BUSINESS ANCHOR CHECKING	1240001367	20,946.00
ANCHOR INVESTMENT**	902553676	41,246.72
	COMBINED BALANCE	62,192.72

ANCHOR INVESTMENT 902553676

MUTUAL FUND PORTFOLIO POSITION

NORTHERN FUND:	NORTHERN MONEY MARKET FUND
NUMBER OF SHARES	41,246.720
SHARE PRICE	1.000
MARKET VALUE	41,246.72
ANNUAL YIELD TO MKT	1.60
DIVIDEND INCOME	45.78

** An Investment in Northern Funds is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other governmental agency. Although the money market funds seek to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in the Funds.

Shares of Northern Funds are distributed by Northern Funds Distributors, LLC, an independent third party.

NOT FDIC-INSURED

May lose value

No bank guarantee

Income

	Actual Month June/02	Actual YTD 87,669.00	Actual 12 Months	Annual Budget <u>07/01-06/02</u>	Actual Last Yr. <u>368,637.00</u>
3000 Grants	2,655.00			<u>75,000.00</u>	
3100 Membership Dues		<u>16,355.00</u>		<u>33,000.00</u>	<u>14,490.93</u>
3200 Donations		<u>7,306.00</u>		<u>40,500.00</u>	<u>18,008.26</u>
3300 Administration Fees				<u>2,000.00</u>	<u>250.00</u>
3350 Advertising Income		<u>5,625.00</u>		<u>10,000.00</u>	<u>8,682.70</u>
3400 "MHN" Publication Sales	662.05	<u>43,959.34</u>		<u>20,000.00</u>	<u>6,281.40</u>
3450 Merchandise Sales				<u>2,000.00</u>	<u>1,796.00</u>
3500 Meeting/Event Income		<u>3,750.00</u>		<u>30,000.00</u>	<u>22,402.81</u>
3510 Tour Income		<u>910.00</u>		<u>10,000.00</u>	<u>2,440.00</u>
3550 Sponsorships		<u>75.00</u>		<u>25,000.00</u>	<u>5,250.00</u>
3600 Other Income		<u>602.19</u>		<u>4,000.00</u>	<u>235.90</u>
3601 Author's Fees		<u>2,000.00</u>			
3900 Interest Income(Bank)		<u>45.78</u>		<u>1,500.00</u>	<u>4,000.00</u>
3901 Investment/ Dividend Income					<u>1,563.56</u>
4006 Revolving Fund Administration Fee				<u>216.55</u>	<u>3,823.71</u>
3999 Reimbursement Expenses					
4000 Brickell Park Legal Defense Fund					<u>15,000.00</u>
4001 Credit card sales/Villagers					<u>6,299.00</u>
4002 Endowment Fund				<u>800.00</u>	
4004 Save Old Miami High				<u>45,471.00</u>	
4005 Hampton House				<u>1,210.00</u>	
Total Income In/2002	<u>5,948.83</u>			<u>224,642.18</u>	<u>479,161.27</u>

EXPENSE	Actual Month June/02	Actual 12 Month YTD	Annual Budget	Actual Last Year
			7/01-6/02	
5000-SALARY EXPENSES	<u>6.811.60</u>	<u>84,498.70</u>	<u>103,000.00</u>	<u>63,104.62</u>
5115- MEETING/EVENT/ CATERING	<u>26.38</u>	<u>3,425.97</u>	<u>3,000.00</u>	<u>2,404.04</u>
5120-MERCHANDISE PURCHASE		<u>932.17</u>	<u>1,000.00</u>	<u>867.12</u>
5200-DESIGN & LAYOUT		<u>8,006.00</u>	<u>2,500.00</u>	<u>2,388.00</u>
5300-REPAIR & MAINTENANCE		<u>732.19</u>	<u>3,000.00</u>	<u>1,083.93</u>
5400-LICENSES & PERMITS	<u>28.90</u>	<u>1,152.25</u>	<u>1,500.00</u>	<u>1,115.65</u>
5450-WASTE REMOVAL		<u>1,594.08</u>	<u>900.00</u>	<u>351.47</u>
5500-CONTRACT SERVICES		<u>5,189.88</u>	<u>2,500.00</u>	<u>1,090.00</u>
5600-UTILITIES	<u>373.20</u>	<u>2,212.93</u>	<u>3,500.00</u>	<u>3,191.32</u>
5700-INSURANCE	<u>204.00</u>	<u>7,736.18</u>	<u>10,000.00</u>	<u>7,459.87</u>
5710-ACCOUNTANT FEES		<u>3,500.00</u>	<u>4,000.00</u>	<u>3,500.00</u>
5750-PROFESSIONAL/LEGAL FEES		<u>5,379.50</u>	<u>3,500.00</u>	<u>4,689.25</u>
5800-ADVERTISING & PROMOTION	<u>293.00</u>	<u>9,500.10</u>	<u>18,000.00</u>	<u>13,960.51</u>
5810-PRINTING	<u>534.29</u>	<u>20,377.04</u>	<u>23,000.00</u>	<u>21,615.89</u>
5820-AWARDS/PRIZE & GIFTS	<u>294.00</u>	<u>2,070.50</u>	<u>2,000.00</u>	<u>1,576.67</u>
5830-SPECIAL & FUNDRAISING EVENTS-EXPENSES/SPKRS	<u>450.00</u>	<u>1,732.31</u>	<u>8,000.00</u>	<u>7,584.62</u>
5840-SEMINARS/CONFERENCES/MTGGS.		<u>792.49</u>	<u>3,000.00</u>	<u>755.00</u>
5850-PHOTOGRAPHY/SIGNS & BANNERS	<u>21.29</u>	<u>4,546.73</u>	<u>4,600.00</u>	<u>4,503.84</u>
5990-MISC.LICENSING & TAX	<u>462.65</u>	<u>462.65</u>	<u>100.00</u>	<u>41.40</u>
5999-MISC. EXPENSES			<u>500.00</u>	<u>0.00</u>

6010-PAYROLL TAXES	<u>1.611.46</u>	<u>11.296.17</u>	<u>20.000.00</u>	<u>11.234.68</u>
6015-MEDICAL INSURANCE	<u>500.00</u>	<u>4.050.00</u>	<u>6.000.00</u>	<u>3.050.00</u>
6200-VEHICLE EXPENSE		<u>138.05</u>	<u>650.00</u>	<u>19.60</u>
6300-PAYROLL PROCESSING SERVICE	<u>232.56</u>	<u>1.360.26</u>	<u>1.200.00</u>	<u>1.064.05</u>
6310-OFFICE SUPPLIES	<u>158.00</u>	<u>4.861.00</u>	<u>2.300.00</u>	<u>2.084.61</u>
6320-TELEPHONE	<u>429.79</u>	<u>5.219.04</u>	<u>3.700.00</u>	<u>3.640.16</u>
6330-DUES & SUBSCRIPTIONS	<u>50.00</u>	<u>2.478.98</u>	<u>2.200.00</u>	<u>2.182.40</u>
6340-MTG/EVENTS EQUIPMENT RENTAL	<u>130.00</u>	<u>940.14</u>	<u>3.100.00</u>	<u>3.021.28</u>
6500-BANK CHARGES	<u>94.08</u>	<u>345.28</u>	<u>200.00</u>	<u>155.00</u>
6510-BOOKS, MAGAZINES & PUBLICATIONS		<u>285.10</u>	<u>500.00</u>	<u>233.01</u>
6520-CREDIT CARD SALES		<u>247.76</u>	<u>1.250.00</u>	<u>254.70</u>
6521-CREDIT CARD DISCOUNT FEE-MEMBERSHIP	<u>10.38</u>	<u>174.60</u>	<u>250.00</u>	<u>136.72</u>
6600-RENT			<u>4.28</u>	
6610-EQUIPMENT-LEASE & MAINTENANCE	<u>235.00</u>	<u>5.062.35</u>	<u>4.400.00</u>	<u>4.410.84</u>
6710-VEHICLE INSURANCE	<u>50.00</u>	<u>778.00</u>	<u>200.00</u>	<u>578.00</u>
6810-POSTAGE	<u>547.80</u>	<u>7.032.39</u>	<u>3.500.00</u>	<u>3.572.41</u>
6830-TRAVEL(TRANSPORTATION & LODGING)		<u>1.192.42</u>	<u>2.500.00</u>	<u>2.120.08</u>
6840-ALARM MONITORING		<u>337.00</u>	<u>450.00</u>	<u>328.00</u>
6930-EQUIPMENT PURCHASES			<u>3.000.00</u>	<u>315.93</u>
6931-DOWNTOWN MIAMI MAIN STREET PROGRAM			<u>5.000.00</u>	<u>16.000.00</u>

6932-Knight Foundation Video

6933- Reimbursement

6935-City Cemetery

6936-Credit Card sales/Villagers

TOTAL EXPENSES

Excess Revenue Over Expenses

	<u>237.500.00</u>
<u>1.305.41</u>	<u>475.00</u>
<u>250.00</u>	<u>960.00</u>
	<u>6.042.98</u>
<u>13.548.38</u>	<u>216.195.62</u>
	<u>253.000.00</u>
<u>(7.599.55)</u>	<u>8.446.56</u>
	<u>440.666.93</u>

Proposed Dade Heritage Trust Budget for 2002/2003

Income

3000 Grants	159,000.00
3100 Membership Dues	16,000.00
3200 Donations	10,000.00
3300 Administration Fees	4,300.00
3350 Advertising Income	6,000.00
3400 MHN" Publication Sales	10,000.00
3450 Merchandise Sales	100.00
3500 Meeting/Event Income	15,000.00
3550 Sponsorships	10,000.00
3901 Investment/Dividend Income	600.00
4006 Revolving Fund Administration Fee	35,000.00
Total Income	<u>\$266,000.00</u>

Expenses

5000 Salary Expenses	119,000.00
5115 Meeting/Events/Catering	8,000.00
5120 Merchandise Purchase	1,000.00
5200 Printing/Design	20,000.00
5300 Repair & Maintenance	9,500.00
5400 Licenses & Permits	1,500.00
5450 Waste Removal	1,600.00
5500 Contract Services	2,500.00
5600 Utilities	2,500.00
5700 Insurance	8,000.00
5710 Accountant Fees	4,000.00
5750 Professional/Legal Fees	5,000.00
5800 Advertising & Promotion	10,000.00
5820 Awards/Prize & Gifts	2,000.00
5830 Special & Fundraising Events Expenses/Spkrs	10,000.00
5840 Seminars/Conferences/Mtgs.	3,000.00
5850 Photos/Signs/Banners	5,000.00
5990 Misc. Licensing & Tax	3,000.00
6010 Payroll Taxes	9,500.00
6015 Medical Insurance	5,400.00
6200 Vehicle Expense	150.00
6300 Payroll Processing Services	1,200.00
6310 Office Supplies	4,500.00

6320 Telephone	4,800.00
6330 Payroll Processing Service	2,500.00
6340 Mtg/Events Equipment Rentals	1,000.00
6500 Bank Charges	250.00
6510 Books, Magazines & Publications	285.00
6520 Credit Card Sales	300.00
6521 Credit Card Discount Fee- membership	200.00
6600 Rent	4.00
6610 Equipment-Lease & Maintenance	4,900.00
6710 Vehicle Insurance	750.00
6810 Postage	7,161.00
6830 Travel(Transportation & Lodging)	2,500.00
6840 Alarm Monitoring	450.00
6930 Equipment Purchase	3,000.00
6933 Reimbursement	1,300.00
6935 City Cemetery	250.00
Total Expenses	<u>\$266,000.00</u>

Attention All Board Members

Please sign up for one of the following Dade Heritage Trust Committees and indicate if you would be interested in chairing the committee: Please Print

Finance / Legal

Dolly MacIntyre
Don Marx
Walter Alvarez
Bill Murphy

PRESERVATION TODAY MAGAZINE ADVERTISING RATES

Dade Heritage Trust (DHT), South Florida's largest historic preservation nonprofit organization, invites you to advertise in our **Preservation Today** magazine which will come out in early 2002. Highlighted in the upcoming **Preservation Today** issue will be the *Most Endangered Sites in Miami-Dade County*. Dade Heritage Trust annually announces a list of ten historic buildings, monuments, and natural places imperiled by neglect, imminent demolition, inappropriate development or poor public policy. The ensuing media coverage and public concern often lead to dramatic results in saving these resources.

In addition to featuring those sites currently threatened, such as Brickell Park and Cauley Square, we will tell the story of the recent tragic demolition of the 102-year old original home of Dr. James Jackson. We will also be telling the success story of important landmarks, once threatened, which have been restored such as the Biltmore Hotel and the Freedom Tower.

Preservation Today, as always, will be a handsome magazine, with many photos and a wide appeal to all those who love architecture, historic preservation and cultural attractions. It is valued as a reference by our readers and has a shelf life of many months, even years.

Preservation Today is an especially attractive publication for advertising historic and cultural organizations, tourist attractions, hotels and inns, restaurants, real estate, construction, restoration and interior design services, banks, architectural firms, auction galleries and antique stores.

The magazine is a glossy 8 1/2 x 11 inches, black and white, with full color on the cover and special pages. We will be printing 3,000 issues and will distribute them to the media, our members and sponsors, chambers of commerce, convention and conference planners, visitor centers, leading hotels, and community, business and cultural leaders.

Prices for camera-ready ads are as follows:

Back Outside cover 7 1/2 " wide x 8 1/4 " high	\$795.00 *
Inside Front Cover	\$675.00 *
Inside Back Cover 7 1/2 " wide x 10" high	\$650.00 *
Full Page – 7 1/2 " wide x 10" high	\$550.00 *
Half Page – Horizontal 7 1/2 " wide x 5" high	\$475.00
Half Page – Vertical 3 1/2 " wide x 10" high	\$475.00
Quarter Page (1/4) 3 1/2 " wide x 5" high	\$350.00
Business Card 3 1/2 " wide x 2" high	\$200.00

50/
50/
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(\$50 extra if typesetting is required) (* Full color available for \$200 extra)

Please contact **Dade Heritage Trust, 305-358-9572** for questions or assistance.